# Administrative Section (continued)

### 35. SECNCI - Secondary Network Channel Interface Code

Identifies the electrical conditions on the circuit at the secondary ACTL or end use location.

The field consists of up to a twelve character code where the:

- 1. First two numeric characters (positions 1 & 2) are required and represent the physical conductors, which describe the number of wires that traverse the secondary ACTL or end user location.
- 2. Next two alpha characters (positions 3 & 4) are required and identify signaling and/or transmission characteristics
- 3. Next alpha/numeric character (position 5) is required and describes the impedance with which the customer/end user will terminate the channel for the purpose of evaluating transmission performance or to indicate if the circuit is fiber.
- 4. Next character (position 6) is a period (used as a delimiter).
- 5. Next three alpha/numeric characters (positions 7, 8 & 9) describe the protocol options.
- 6. Next character (position 10) is a period (used as a delimiter).
- 7. Next alpha character (position 11) describes the transmission level to be received at the customer/end user interface from BellSouth.
- 8. Next alpha character (position 12) describes the transmission level to be transmitted from the customer/end user interface to BellSouth.

Note 1: Allowable transmission level indicator codes which can be in field positions 11 and/or 12 are as follows. When there are no protocol options and the field format is compressed (position 6 & 7 are decimal delimiters), these transmission levels may be reflected in position 8 and/or 9.

O (alpha) = No transmission in this direction

Blank or - = Default to recommend value per tech. pub.

# Administrative Section (continued)

35. SECNCI - Secondary Network Channel Interface Code (con	onunue	۵
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- Note 2: Transmission specifications may be described in BellSouth tariffs and/or in Technical Reference Publications.
- Note 3: Dashes are only allowed in the transmission level portion of this code to indicate a default value.
- Note 4: A C. O. CENTREX is considered to be an end user location.
- Note 5: Currently, two optional features are ordered through the specification of the SECNCI code set for protocol. Sealing Current Conditioning is ordered as 'S' and Selective Signaling Arrangement is ordered as 'R' in protocol.

USAGE: This field is optional

DATA CHARACTERISTICS: 5 alpha/numeric characters minimum, 12 alpha/numeric characters maximum

Note 1: This example indicates an open end of a loop start circuit at end user location.

Note 1: This example indicates closed end of a loop start circuit at end user location.

### 36. RPON - Related Purchase Order Number

Identifies the PON of a related Service Request.

Note 1: The RPON field may be used for relating connect and disconnect service requests, or multiple requests for the same location and due date.

USAGE: This field is conditional.

DATA CHARACTERISTICS: 16 alpha/numeric characters

EXAMPLE: | 8 | 2 | 4 | Z | 9 | | | | | | | | |

	• , ,•	C	
A /1 111111	AIRTANTOS	SACTION	(Acutional)
AUHHI	BURLING	ATCULUIT	(continued)
			(

### 37. RORD - Related Order Number

Identifies a related order number.

USAGE: This field is conditional.

Note 1: Required when the provider has preassigned a related order number, otherwise prohibited.

DATA CHARACTERISTICS: 17 alpha/numeric characters

EXAMPLE: C 4 5 6 8 9 5

# 38. TSP - Telecommunications Service Priority

Indicates the provisioning and restoration priority as defined under the TSP Service Vendor Handbook.

Note 1: These codes are assigned by the TSP Program Office.

#### **VALID ENTRIES:**

Nine Character TSP Control Identifier

One Character Provisioning Priority Level (E, 0-5)

One Digit Restoration Priority Level (0-5)

Note 1: A TSP code ending in "00" indicates "revocation", the removal of a previously assigned

TSP code.

USAGE: This field is optional.

DATA Characteristics: 12 alpha/numeric characters (including 1 preprinted hyphen)

EXAMPLE: | T | S | P | 1 | 2 | 3 | 4 | 5 | C | - | E | 1 |

# Administrative Section (continued)

#### 39. SAN - Subscriber Authorization Number

Identifies a number equivalent to the End User Purchase Order Number.

Note 1: This may, at the option of the customer, be a requirement when providing service to some

governmental agencies.

USAGE: This field is optional.

DATA CHARACTERISTICS: 30 alpha/numeric characters

EXAMPLE: A B 1 2 3 4 5 6 7 8 | | | | |

# 40. LSP AUTH - Local Service Provider Authorization

Indicates the carrier code of the Local Service Provider that is providing existing service and has authorized the change to a new service provider.

#### **VALID ENTRIES:**

A four alpha character code structure for Exchange Carriers in North America maintained by Bellcore.

A four alpha/numeric character code structure available for all Exchange Carriers in North America and certain U. S. territories maintained by NECA.

USAGE: This field is optional.

DATA CHARACTERISTICS: 4 alpha/numeric characters

EXAMPLE: E B 7 5

# Administrative Section (continued)

### 41. LSP AUTH DATE - Local Service Provider Authorization Date

Identifies the date that appears on the LSP authorization previously provided to the new service provider.

**VALID ENTRIES:** 

Positions 1 and 2 = Two Digit Month (01-12)

Position 3 = Always a Hyphen

Positions 4 and 5 = Two Digit Day (01-31) Position 6 = Always a Hyphen

Positions 7 and 8 = Two Digit Century (00-99)

Positions 9 and 10 = Two Digit Year (00-99)

USAGE: This field is conditional.

Note 1: Required when LSP AUTH field is populated, otherwise optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens)

EXAMPLES: 0 5 - 1 2 - 1 9 9 6

#### 42. LSP AUTH NAME - Local Service Provider Authorization Name

Identifies the name of the person who signed the authorization letter.

USAGE: This field is conditional.

Note 1: Required when LSP AUTH field is populated, otherwise optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: J A N E S M I T H

# Administrative Section (continued)

#### 43. CIC - Carrier Identification Code

Identifies the numeric code of the initiating local service provider.

Note 1: This code is identical to the CIC code specified on local interconnection trunks.

Note 2: This code is separate and distinct from the ACNA, CCNA, and CC codes.

USAGE: This field is optional.

Note 1: Required when REQTYP is "A", "B" or "C".

DATA CHARACTERISTICS: 4 numeric characters

EXAMPLE: | 5 | 1 | 2 | 4 |

#### 44. CUST - Customer Name

Identifies the name of the customer that originated this request when that customer has not been assigned a CCNA.

USAGE: This field is conditional.

Note 1: Required when the CCNA field is "CUS".

Note 2: Required when REQTYP is "A" or "B".

DATA CHARACTERISTICS: 25 alpha/numeric characters

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# **Bill Section**

# 45. BI1 - Billing Account Number Identifier 1

Identifies the service type of the Billing Account Number (BAN)

**VALID ENTRIES:** 

A = All Services on this Request

D = Directory Listings

L = Loop

N = Interim Number Portability (INP)

P = Port

R = Resale

U = Usage

V = Loop with INP and Usage

W = Loop with INP

Z = INP with Usage

USAGE: This field is conditional.

Note 1: Required when more than one BAN field (i.e., BAN1 and BAN2) is populated, otherwise

optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: L

# Bill Section (continued)

# 46. BAN1 - Billing Account Number 1

Identifies the billing account to which the recurring and non-recurring charges for this request will be billed.

- Note 1: The BAN entry appearing on this form must be for the provider identified in the SC field.
- Note 2: When entering the BAN, the three digit customer code following the billing number must also be entered.

#### **VALID ENTRIES:**

Valid Billing Account Number

N = New Billing Account Number Requested

E = Existing

- Note 1: If the customer wishes to have a new billing account number for this order, enter "N" in this field. The new billing account number will appear on the bill and the Confirmation Notice.
- Note 2: If an existing BAN is invalid, BellSouth will determine the appropriate BAN and return it on the Confirmation Notice.
- Note 3: Use of valid entry of "E" is based on customer negotiations.

USAGE: This field is required.

DATA CHARACTERISTICS: 13 alpha/numeric characters

EXAMPLE: | 2 | 0 | 1 | 9 | 8 | 1 | 3 | 5 | 8 | 7 | 1 | 2 | 3 |

# Bill Section (continued)

# 47. BI2 - Billing Account Number Identifier 2

Identifies the service type of the Billing Account Number (BAN).

**VALID ENTRIES:** 

A = All Services on this Request

D = Directory Listings

L = Loop

N = Interim Number Portability (INP)

P = Port R = Resale U = Usage

V = Loop with INP and Usage

W = Loop with INP Z = INP with Usage

USAGE: This field is conditional.

Note 1: Required when more than one BAN field (i.e., BAN1 and BAN2) is populated, otherwise

optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: L

# Bill Section (continued)

### 48. BAN2 - Billing Account Number 2

Identifies the billing account to which the recurring and non-recurring charges for this request will be billed.

- Note 1: The BAN entry appearing on this form must be for the provider identified in the SC field.
- Note 2: When entering the BAN, the three digit customer code following the billing number must also be entered.

#### VALID ENTRIES:

Valid Billing Account Number

N = New Billing Account Number Requested

E = Existing

- Note 1: If the customer wishes to have a new billing account number for this order, enter "N" in this field. The new billing account number will appear on the bill and the Confirmation Notice.
- Note 2: If an existing BAN is invalid, BellSouth will determine the appropriate BAN and return it on the Confirmation Notice.
- Note 3: Use of valid entry of "E" is based on customer negotiations.

USAGE: This field is conditional.

Note 1: Required when the BI2 field is populated, otherwise prohibited...

DATA CHARACTERISTICS: 13 alpha/numeric characters

EXAMPLE: | 2 | 0 | 1 | 9 | 8 | 1 | 3 | 5 | 8 | 7 | 1 | 2 | 3 |

# Bill Section (continued)

# 49. ACNA - Access Customer Name Abbreviation

Identifies the COMMON LANGUAGE code of the customer to which the bill is to be rendered.

Note 1: This code is assigned and provided by Bellcore.

Note 2: If a CLEC does not have an ACNA, enter "CUS" in this field.

USAGE: This field is conditional.

Note 1: Required when REQTYP is "A" or "B".

DATA CHARACTERISTICS: 3 alpha characters

EXAMPLE: C U S

#### 50. EBD - Effective Bill Date

Identifies the effective date to cease billing when the billing date is different from the disconnect desired due date and is on a non-business day. The DDD would be populated with the next business date.

#### **VALID ENTRIES:**

Positions 1 and 2 = Two Digit Month (01-12) Position 3 = Always a Hyphen Positions 4 and 5 = Two Digit Day (01-31)

Position 6 = Two Digit Day (01-31)

Always a Hyphen

Positions 7 and 8 = Two Digit Century (00-99) Positions 9 and 10 = Two Digit Year (00-99)

USAGE: This field is optional.

Note 1: This field can only be used on disconnect activity for Resale or Port orders.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens).

EXAMPLES: | 0 | 4 | - | 0 | 2 | - | 1 | 9 | 9 | 7 |

# Bill Section (continued)

### 51. BILLNM - Billing Name

Identifies the name of the person, office, or company to whom the customer has designated that the bill be sent.

USAGE: This field is optional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 20 alpha/numeric characters

**EXAMPLE:** 

XYZ CORPORATION

# 52. SBILLNM - Secondary Billing Name

Identifies the name of a department or group within the designated BILLNM entry. May also be used to specify the end user customer as identified in field entry "SAN", Subscriber Authorization Number used by the customer in conjunction with billing its customer.

USAGE: This field is optional.

DATA CHARACTERISTICS: 20 alpha/numeric characters

**EXAMPLE**:

ACCOUNTS RECEIVABLE

# Bill Section (continued)

#### 53. TE - Tax Exemption

Indicates that the customer has submitted a tax exemption certificate to BellSouth.

VALID ENTRIES:

**Entry** 

**Exempt Status** 

L

Letter on File

N

Non Exempt

USAGE: This field is required.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: L

#### 54. EBP - Extended Billing Plan

Identifies the request for establishing or removing installment billing of non-recurring charges that may be offered by a provider.

USAGE: This field is NOT APPLICABLE in BellSouth.

Bill Section (continued)
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# 55. STREET - Street Address

Identifies the street of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 20 alpha/numeric characters

•	EX/	۱MP	LE:														
	1	2	5		E	M	A	I	N	S	T	R	E	E	T		

### 56. FLOOR

Identifies the floor for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: 3 2

# 57. ROOM

Identifies the room for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE: | 1 | K | 1 | 5 | 1 | A |

# Bill Section (continued)

### 58. CITY

Identifies the city, village, township, etc. of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 11 alpha/numeric characters

EXAMPLE:
L | I | V | I | N | G | S | T | O | N | |

#### 59. STATE - State

Identifies the two character postal code for the state of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 2 alpha characters

EXAMPLE: N J

### 60. ZIP CODE

Identifies the zip code or postal code of the billing address associated with the billing name.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

EXAMPLES: 0 7 0 3 9

# Bill Section (continued)

# 61. BILLCON - Billing Contact

Identifies the name of the person or office to be contacted on billing matters.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: J A N E T D O E

# 62. TEL NO - Telephone Number

Identifies the telephone number of the billing contact.

USAGE: This field is conditional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: | 2 | 0 | 1 | - | 5 | 5 | 5 | - | 3 | 4 | 0 | 0 | - | 2 | 2 | 2 |

# 63. VTA - Variable Term Agreement

Identifies the duration, identifying USOC, contract date or contract identification number of any variable term agreement that may be offered by a provider.

USAGE: This field is optional.

Note 1: Required when the BAN (i.e., BAN1 or BAN2) field is "N", otherwise optional.

DATA CHARACTERISTICS: 17 alpha/numeric characters

# **Contact Section**

#### 64. INIT - Initiator Identification

Identifies the CLEC's representative who originated this request.

Note 1: This is the person who should be contacted if there are any questions regarding this request. Any authorizations of charges or changes are the responsibility of this person.

request. They dudionizations of changes of changes are the responsi

USAGE: This field is required.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: | J | O | H | N | | S | M | I | T | H | | | |

### 65. TEL NO - Telephone Number

Identifies the telephone number of the initiator.

USAGE: This field is required.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: 2 0 1 - 9 8 1 - 3 5 0 0 - 2 2 6 2

#### 66. EMAIL - Electronic Mail Address

Identifies the electronic mail address of the initiator.

USAGE: This field is NOT APPLICABLE in BellSouth.

Contact	Section	(continued)
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#### 67. FAX NO - Facsimile Number

Identifies the fax number of the initiator.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens)

EXAMPLE: 9 0 8 - 3 3 6 - 2 9 8 0

### 68. STREET - Initiator Street Address

Identifies the initiator's street address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

1 3 2 E MAIN STREET

### 69. FLOOR

Identifies the floor of the initiator's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: 3 2

Local	Service	Request	Form
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# **Contact Section** (continued)

# 70. ROOM/MAIL STOP

Identifies the room or mail stop of the initiator's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLE: | 1 | K | 1 | 5 | 1 | A | | | |

### **71. CITY**

Identifies the city, village, township, etc. of the initiator's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha characters

EXAMPLE:

P I S C A T A W A Y | | | | | | | | | | |

### 72. STATE - State

Identifies the two character postal code for the state of the initiator's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 2 alpha/numeric characters

EXAMPLE:

N J

# **Contact Section** (continued)

#### 73. ZIP CODE

Identifies the zip code or postal code of the initiator's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

EXAMPLES: 0 8 8 5 4

### 74. IMPCON - Implementation Contact

Identifies the CLEC representative or office responsible for control of installation and completion.

- Note 1: During installation, this is the CLEC contact who will be informed by BellSouth's installer when the end user requires activity other than that ordered by the CLEC (i.e., wants the circuit terminated in a room other than designated on the order).
- Note 2: To facilitate the ordering process, the identification of the company may be included with the representative's name as shown below in the example.
- Note 3: This is the contact to be used for completions, acceptance testing and other such related installation activity unless otherwise specified by BellSouth/CLEC negotiations.

USAGE: This field is conditional.

Note 1: Required when ACT is "A", "M", "T", "V" or "W", otherwise optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: JOHN SMITH SPC

# 75. TEL NO - Telephone Number

Identifies the telephone number of the implementation contact.

USAGE: This field is conditional.

Note 1: Required when the IMPCON field is populated.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: 2 0 1 - 9 8 1 - 3 5 0 0 - 3 5 8 7

# **Contact Section** (continued)

### 76. PAGER - Pager Number

Identifies the pager number of the implementation contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

**EXAMPLE:** 

1 - 8 0 0 - 2 2 2 - 1 2 3 4 - 0 0 0 0 |

# 77. ALT IMPCON - Alternate Implementation Contact

Identifies the CLEC's alternative representative or office responsible for control of installation and completion.

- Note 1: During installation, this is the CLEC's representative who will be informed by BellSouth's installer when the end user requires activity other than that ordered by the customer (i.e., wants the circuit terminated in a room other than designated on the order).
- Note 2: To facilitate the ordering process, the identification of the company may be included with the representative's name as shown below in the example.
- Note 3: This is the contact to be used for completions, acceptance testing and other such related installation activity unless otherwise specified by BellSouth/CLEC negotiations.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: A N N J O N E S | | |

# **Contact Section** (continued)

# 78. TEL NO - Telephone Number

Identifies the telephone number of the alternate implementation contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: | 2 | 0 | 1 | - | 9 | 6 | 8 | - | 7 | 4 | 6 | 3 | - | 1 | 2 | 3 | 4 |

# 79. PAGER - Pager Number

Identifies the pager number of the alternative implementation contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

**EXAMPLE:** 

1 - 8 0 0 - 2 2 2 - 1 2 3 4 - 0 0 0 0 0

### 80. DSGCON - Design/Engineering Contact

Identifies the CLEC's employee or agent that should be contacted on design/engineering matters.

Note 1: This field is applicable when the service is designed.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE: | J | O | H | N | | S | M | I | T | H | | | |

# **Contact Section** (continued)

# 81. DRC - Design Routing Code

Identifies the CLEC location routing code for the transmission of the Design Layout Report for this request.

Note 1: The routing code represents the following information:

Company

Street

Floor

Room

City

State

Zip Code

Note 2: When populated, this will be the first choice for routing the DLR.

Note 3: The codes are assigned by BellSouth.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: A N 3

# 82. TEL NO - Telephone Number

Identifies the telephone number of the design/engineering contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 17 numeric characters (including 3 preprinted hyphens)

EXAMPLE: | 2 | 0 | 1 | - | 9 | 8 | 1 | - | 3 | 5 | 0 | 0 | - | 3 | 5 | 8 | 7 |

# **Contact Section** (continued)

# 83. FAX NO - Facsimile Number

Identifies the fax number of the design / engineering contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens)

EXAMPLE: | 9 | 0 | 8 | - | 3 | 3 | 6 | - | 2 | 9 | 8 | 0 |

#### 84. EMAIL - Electronic Mail Address

Identifies the electronic mail address of the design / engineering contact.

USAGE: This field is NOT APPLICABLE in BellSouth.

## 85. STREET - Street Address

Identifies the street address for the design / engineering contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

1 2 5 E M A I N S T R E E T | | | |

Contact	Section	(continued)
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#### 86. FLOOR

Identifies the floor of the design/engineering contact's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: 3 2

#### 87. ROOM/MAIL STOP

Identifies the room or mail stop of the design/engineering contact's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLE: | K | - | 1 | 5 | 1 | A | | | |

### 88. CITY

Identifies the city, village, township, etc. of the design/engineering contact's address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha characters

EXAMPLE:

P I S C A T A W A Y | | | | | | | | | | |